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Assistant to DCI

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NO CHANGE in Class. ☐☐ DECLASSIFIED

Director of Training

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Weekly Summary Report Date: 31/01/78 By: 008

1. As a result of the visit last week of Department of Defense personnel to the Intelligence Products Exhibit, requests were received for the enrollment of two members of the Joint Subsidiary Activities Division, Joint Chiefs of Staff, in language courses offered by the Office of Training.

Lt. General H. A. Craig, USAF, Commandant of the National War College, expressed his appreciation in writing for "...the very interesting afternoon provided members of the College on Tuesday, 12 April. I know of no government activity that creates the interest that your office does, and we feel very fortunate to have had the opportunity of receiving firsthand information about it."

2. To meet the needs of the Security Office, OTR has developed a six-hour Secretaries' Workshop to be presented on 2, 4 and 5 May. The course will cover general secretarial problems and a review of selected office techniques.

3. The special course presented for field office personnel of the Office of Operations (Contact Division) closed on 8 April with its final session devoted to career service and training. The Director of Personnel, the Deputy Director of Training, and the Assistant Director for Operations were the speakers. The second running of this course will be scheduled in June for approximately 20 additional CO/C field officers.

4. There were 17 students enrolled in the fourth presentation of the DD/S refresher course which began on 12 April. Of these, 10 were from the Office of the Comptroller, 4 from the Office of Personnel, 1 from the Security Office, and 2 from the Audit Staff.

5. Mr. [REDACTED], Office of National Estimates, has completed and transmitted to OTR a paper on "The Use of the Term Capabilities in Intelligence Estimates" for publication in the intelligence studies series sponsored by OTR. This paper will be included in Volume 1 of the series.

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6. A recent analysis of language training costs expended on behalf of Agency personnel during the current fiscal year has revealed that the management policies and practices in administering the language and external training schools have resulted in financial savings to the Agency in excess of \$250,000. These savings have resulted primarily from judicious programming for language training, thorough scrutiny of the qualifications of individuals recommended for such training, and careful selection of those enrolled in intensive language training courses. In addition to the savings made, the total quantity of language has more than doubled and the quality of instructors, as well as student performance, has improved considerably.

7. During the third quarter of Fiscal Year 1955, 197 requests for training at non-CIA facilities were received acted upon by OTR; for the corresponding period in Fiscal Year 1954, there were 262 requests. This decrease is accounted for by the ability of OTR to meet significantly larger requirements for language training internally. Whereas in the past language requests represented 49 percent of all external training requests, they now represent only 27 percent. Using the same periods for comparison, requests for training at external facilities in fields other than language have increased by 10 percent.

8. The Office of Training has been provided by the Chief of the Requirements Staff, Operational Intelligence Support Division, FI, with a list of research topics representing the major Clandestine Services requirements for research in the unconventional warfare field. This list will be used in the briefing of CIA personnel selected for attendance at the War Colleges of the Department of Defense as suggested fields of research which might be undertaken in the preparation of the individual study required of all students in attendance at these schools.

9. OTR has arranged for the attendance of the Assistant Director for Research and Reports at the one-week Air Weapons Orientation Course beginning 18 April at Maxwell Air Force Base.

10. The Director of Training, the Director of Personnel, and members of their staffs met to discuss ways and means of meeting increasing demands for Junior Officer Trainee personnel in the Agency, particularly in DD/P. This meeting explored problems

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of recruitment, pre-employment medical examinations, field testing, processing and administration of candidates, together with adequate staffing within the Agency to handle the program.

11. As the result of approval by the DDCL, the Military Personnel Division and the Office of Training are completing arrangements to place on active duty twenty Agency Reserve Officers in a special training program at [REDACTED]. The initial group will consist of Army, Navy, and Air Force Reservists of DD/P and of those DD/S components who support the Clandestine Services. This course is a pilot course and its continuance will depend upon an evaluation of the result of the first running in further consideration by the DDCL.

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SIGNED

MATTHEW BAIRD
Director of Training

MB:lbc

cc: DD/P
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